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No. 136, Port Blair, Thursday, May 12, 2011

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 12th May, 2011

No. 129/2011/F.No.42-517/2011-TR(III).—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. 14/3/60-ANL dated 11.04.1960 issued by the Govt. of India, Ministry of Home Affairs and in supersession of all previous Notifications notifying the recruitment rules in respect of these posts, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the posts of Checking Inspector, Tally Clerk, Conductor, Chargeman (Afloat) and Electrician (Afloat) borne in the Afloat establishment of Directorate of Shipping Services, Andaman and Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These rules may be called the Andaman and Nicobar Administration (Checking Inspector, Tally Clerk, Conductor, Chargeman (Afloat) and Electrician (Afloat) in the establishment of Directorate of Shipping Services) Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND PAY BAND WITH GRADE PAY:-

The number of post, its classification and pay band and grade pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT & QUALIFICATION:-

The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedule.

4. DISQUALIFICATION:-

No person –

- (a) who has entered into or contracted a marriage with a person having a spouse living,
or

- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing, and in consultation with Union Public Service Commission relax any of the provisions of these rules with respect of any class or category of persons.

6. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor

Sd./-
(Abdul Hamid)
Assistant Secretary (Shipping)

SCHEDULE – I**RECRUITMENT RULES FOR THE POST OF CHECKING INSPECTOR IN THE
AFLOAT ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,
A & N ADMINISTRATION**

01	Name of post	Checking Inspector
02	No. of posts	09 (Nine) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay /Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 2800
05	Whether selection post or non-selection post ?	Selection
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	Essential: (i) Senior Secondary School Examination (12 th Std.) pass from a recognized Board/Institution. (ii) Should qualify in the written test.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
09	Period of probation, if any	2 (two) years (for direct recruits)
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by promotion, failing which by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: From amongst the Tally Clerks working in the department in the PB-1 with Grade Pay of Rs. 2400 with 05 years regular service in the grade.
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation/ promotion) consisting of: 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-I to the Schedule

Annexure-I

Duties and responsibilities attached to the post of Checking Inspector

1. Periodical checking of revenue collection at all ticketing counters and on board of ferry vessels and cargo vessels and report to DDSS about the result of the check.
2. Checking Inspectors are present while loading and unloading of cargo on all the inter Islands vessels.
3. Ensure Checking Inspectors are present on the vessels half an hour before the schedule embarkation of passengers till completion of embarkation on all the Inter-Islands/Mainland-Islands vessels.
4. Ensure checking of tickets of passengers/cargo while embarkation/disembarkation and loading/unloading.
5. Ensure verification of counter foils of tickets issued by the Tally Clerks/Conductors from time to time and report anomaly observed to the DSS and DDSS for instructions.
6. Depute teams to out-stations to carryout surprise checks of tickets and cargo to ensure proper revenue collection.
7. In case of any discrepancy or foul play, undertake detailed investigation to ensure disciplinary action taken against the erring officials.
8. Bring to the notice of the DSS and DDSS any undesirable activities on-board vessels.

SCHEDULE - II**RECRUITMENT RULES FOR THE POST OF TALLY CLERK IN THE
AFLOAT ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,
A & N ADMINISTRATION**

01	Name of post	Tally Clerk
02	No. of posts	22 (Twenty Two) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C' (Non-Gazetted, Non-Ministerial)
04.	Pay Band and Grade Pay /Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 2400
05	Whether selection post or non-selection post ?	Non-Selection
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates
07	Educational and other qualifications required for direct recruits.	Essential: (i) Senior Secondary School Examination (12 th Std.) pass from a recognized Board/Institution. (ii) Should qualify in the swimming test and written test.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
09	Period of probation, if any	2 (two) years (for direct recruits)
10	Method of recruitment whether by direct recruitment or by promotion or by deputation absorption and percentage of the vacancies to be filled by various methods	100% by promotion, failing which by direct recruitment
11	In case of recruitment by promotion/deputation/ absorption, grades, from which promotion/deputation/ absorption to be made	Promotion: From amongst the Conductors working in the department in the pay in PB-1 with Grade Pay of Rs. 1800 with 11 years of regular service in the grade.
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation/promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-II to the Schedule

Annexure-II**Duties and responsibilities attached to the post of Tally Clerk**

- a. After departure of the vessel from any port, they should check properly whether all the passenger embarked on board are in possession of valid tickets. If any passenger/cargo travels without valid tickets, they should be issued tickets with penalty at the rate laid down in current orders.
- b. The Tally Clerks posted on each vessel are to sell the tickets at the stations, if required out side the main gate/entrance to the jetty and restrict entry to the jetty only for them who are issued valid tickets.
- c. Passengers/Cargo tickets are to be checked :
 - i. At the entrance to the Gang way by the Tally Clerks/Conductors where the sales of tickets are done as hereby the authorized person.
 - ii. At sea whilst the ship is on passenger.
 - iii. At the Gang way during disembarkation.
- d. They are to co-operate with the Deputy Commissioner, Car Nicobar, the Assistant Commissioners and Station House Officers at out station ports who have been empowered to carryout "Surprise Check" that proper passengers and cargo tickets are issued as per regulations.
- e. They are to evaluate credit notes and handover the same to the billing clerks after making necessary entries in the register maintained for the purpose. No credit note is to be pending on completed of each sailing.
- f. They are to be present on board the vessel while loading/unloading of cargo and embarkation/disembarkation passenger. They should also be present on board the sailing vessel one hour before the scheduled embarkation till disembarkation is completed.
- g. Trip sheets and revenue collection figures for each inward sailings are to be prepared and handover to the Dealing Clerk of Revenue Section of the office on arrival. They are to be handover the counterfoils and completed collection register to the Dealing Assistants. They are to obtain a receipts for each handing over/taking over.
- h. They are to attend to any other duties entrusted to them by the DDSS/AD (Commercial) or Head Clerk (Afloat) during the vessels stay in the Harbour, including attendance at the office for checking etc. are required.

SCHEDULE-III**RECRUITMENT RULES FOR THE POST OF CONDUCTOR IN THE AFLOAT
ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of post	Conductor
02	No. of posts	23 (Twenty Three) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C' (Non-Gazetted, Non-Ministerial)
04	Pay Band and Grade Pay /Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates
07	Educational and other qualifications required for direct recruits.	Essential: (i) Secondary School Examination (10 th Std.) pass from a recognized Board/Institution (ii) Should qualify in the swimming test
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of: 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-III to the Schedule

Annexure-III

Duties and responsibilities attached to the post of Conductor

- (a) After departure of the vessel from any port, they should check properly whether all the passenger embarked on board are in possession of valid tickets. If any passenger/cargo travels without valid tickets they should be issued tickets with penalty at the rate laid down in current orders.
- (b) The Tally Clerks posted on each vessel are to sell the tickets at the stations, if required out side the main gate/entrance to the jetty and restrict entry to the jetty only for them who are issued valid tickets.
- (c) Passengers/Cargo tickets are to be checked :
 - (i) At the entrance to the Gang way by the Tally Clerks/Conductors where the sales of tickets are done as hereby the authorized person.
 - (ii) At sea whilst the ship is on passenger.
 - (iii) At the Gang way during disembarkation.
- (d) They are to co-operate with the Deputy Commissioner, Car Nicobar, the Assistant Commissioners and Station House Officers at out station ports who have been empowered to carryout "Surprise Check" that proper passengers and Cargo tickets are issued as per regulations.
- (e) They are to evaluate credit notes and handover the same to the billing clerks after making necessary entries in the register maintained for the purpose. No credit note is to be pending on completed of each sailing.
- (f) They are to be present on board the vessel while loading/unloading of cargo and embarkation/disembarkation passenger. They should also be present on board the sailing vessel one hour before the scheduled embarkation till disembarkation is completed.
- (g) Trip sheets and revenue collection figures for each inward sailing are to be prepared and handover to the Dealing Clerk of Revenue Section of the office on arrival. They are to be handover the counterfoils and completed collection register to the Dealing Assistants. They are to obtain a receipts for each handing over/taking over.
- (h) They are to attend to any other duties entrusted to them by the DDSS/AD (Commercial) or Head Clerk (Afloat) during the vessels stay in the Harbour, including attendance at the office for checking etc. are required.

SCHEDULE-IV**RECRUITMENT RULES FOR THE POST OF CHARGEMAN (AFLOAT) IN THE AFLOAT
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A&N
ADMINISTRATION**

01	Name of post	Chargeman (Afloat)
02	No. of posts	01 (One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C' (Non-Gazetted, Non-Ministerial)
04	Pay Band and Grade Pay /Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 2800
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates
07	Educational and other qualifications required for direct recruits.	Essential: Diploma in Mechanical Engineering from a recognized University. Desirable: One (01) year professional experience in workshop having repairs/operation of diesel engines.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of: 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-IV to the Schedule

Annexure-IV

Duties and responsibilities attached to the post of Chargeman (Afloat)

01. He shall assist the Foreman (Afloat).
02. Raising Indents for POL of departmental vessels and maintenance of proper account.
03. Carryout periodical verification of log books of departmental vessels, Stock Ledger and Indent Register.
04. To take initiative for repairs/maintenance of all operational vessels.
05. Carryout periodical fuel consumption on vessels.
06. Preparation of status report of the vessels.
07. Monitor of tools and spares on board vessels.
08. Attend work on board vessels as and when required.
09. All other duties assigned by his superiors.

SCHEDULE-V**RECRUITMENT RULES FOR THE POST OF ELECTRICIAN (AFLOAT) IN THE AFLOAT ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of post	Electrician (Afloat)
02	No. of posts	04 (Four) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C' (Non-Gazetted, Non-Ministerial)
04	Pay Band and Grade Pay /Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 2400
05	Whether selection post or non-selection post ?	Selection
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates
07	Educational and other qualifications required for direct recruits.	Essential: (i) Secondary School (Xth Std.) Examination passed from a recognized Board/Institution (ii) Diploma in Electrical Engineering from a recognized University. OR Trade Certificate in Electrical of 02 years duration from a recognized Industrial Training Institute (ITI) with 03 years practical experience in an organization of repute. (iii) Should qualify in the swimming test. Desirable: One (01) year professional experience in workshop having repairs/operation of electrical equipments fitted on board vessel.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for Considering cases of confirmation) consisting of: 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-V to the Schedule

Annexure-V

Duties and responsibilities attached to the post of Electrician (Afloat)

01. He shall work under the supervision of Junior Engineer (Electrical).
02. He should work as per the direction and instruction of his superiors.
03. Is responsible to keep Electrician Kit and proper maintenance of accounts of tools issued to him.
04. He should do repair works and maintenance of Electrical supply of all departmental Vessels.
05. He shall take precautionary safety measures while doing repair works of all departmental vessel.
06. Is responsible for smooth functioning of Internal/External Electric supply and Electrical appliances of departmental vessel.
07. Is responsible for Electrical repair works carried out on the departmental vessels.
08. He should know the correct specifications of electrical items while executing Electrical repairs/works.
09. He should have knowledge of providing all types of domestic/Industrial Electrical connections of all types of vessels.
10. Since the service of the department is an essential service as such do urgent nature of work as and when required even beyond normal duty hours and Holidays in the interest of public service.
